

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### ASSISTANT CHIEF COUNSEL

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|-------------------------|--------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Salary:</b>          | \$8,930 - \$10,043                                     | <b>Work Hours:</b>        | Between core hours of 8:00 a.m. – 5:00 p.m.                                                                                |
| <b>Tenure/Timebase:</b> | Permanent/Fulltime                                     | <b>Final Filing Date:</b> | November 2, 2011 or until filled                                                                                           |
| <b>Contact:</b>         | Ashim Gardner<br>(916) 324-3937<br>agardner@ctc.ca.gov | <b>Office/Location:</b>   | Commission on Teacher Credentialing<br>Division Professional Practices<br>1900 Capitol Avenue<br>Sacramento, CA 95811-4213 |

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under the general direction of the General Counsel, CEA III, the Assistant Chief Counsel performs the following functions:

- Manages the Commission's litigation workload. Provides interface between the Commission and the Attorney General's office. Conducts settlement discussions, reviews proposed consent determinations and presents determination to Committee and Commission. Presents proposed decisions and provides legal advice regarding their adoption to the Commission. Drafts findings of fact for Commission adoption.
- Provides legal counsel and advice to the Commission, the Executive Director, and Senior Managers. Provides oversight in developing, drafting and analysis of proposed Commission legislation. Provides testimony to the Legislature. Provides legal support and oversight to the various program divisions of the Commission.
- Supervises and manages the work of the Division in its discipline responsibilities to the Committee and the Commission including the investigation, evaluation, and presentation to the Committee of allegations of misconduct by applicants and credential and permit holders for which adverse action may be taken. Advises on staffing, performance, training, and personnel issues related to subordinate staff.
- Manages the Commission's Probation Monitoring Program. Works closely with the Supervising Special Investigator over the Probation Monitoring staff and advises staff regarding legal issues of pending probation cases. Presents and makes recommendations to Committee and Commission regarding probation cases.
- Manages and monitors Commission's \$1.1 Million Attorney General budget.
- Acts as the Division Director in the absence of the General Counsel.

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## KNOWLEDGE AND ABILITIES

### *Knowledge of:*

1. Current laws and codes regarding teacher education and disciplinary practices in California
2. Administrative functions, organization and structure of Commission on Teacher Credentialing.
3. Trends and practices in the disciplinary process of teacher education
4. National and regional policies and procedures regarding disciplinary practices
5. California principles and methods of disciplinary practices for teachers

### *Ability to:*

1. Interpret and apply provisions of the California Education Code, Penal Code and the policies and regulations of the Commission on Teacher Credentialing
2. Analyze policy issues in teacher discipline
3. Analyze legislation and its fiscal impact on the Commission
4. Perform in an independent and creative manner
5. Speak effectively and write clear, concise reports
6. Utilize effective techniques in human relations
7. Analyze situations accurately and take effective action
8. Analyze policy issues related to the evaluation of professional practices
9. Utilize alternative approaches to the determination of program status
10. Implement data systems to improve efficiency of DPP division
11. Prepare policy recommendations, workload reports and agenda items

## DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

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**CONDITIONS OF EMPLOYMENT:** *Fingerprint Clearance and California State Bar Membership required.*

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### **WHO MAY APPLY:**

Individuals who possess the desirable qualifications listed above, and are currently at the Assistant Chief Counsel classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA). Current California State Bar membership is required.

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### **IMPORTANT NOTE:**

Interested applicants must submit a State Application form, STD 678 and resume to the above address and contact person postmarked no later than the final filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 12-027. The applications will be screened and only the most qualified applicants will be invited for an interview.